

TERM OF COMMISSION: December Session of the November Adjourned Term

PLACE OF MEETING: Hearing Room One, Boone County Courthouse

PRESENT WERE: Presiding Commissioner Don Stamper
District II Commissioner Linda Vogt
Deputy County Clerk Michelle Malaby

The budget worksession was called to order at 1:42 p.m.

SUBJECT: Budget Worksession

The Commission indicated supervision of the mail function will be transferred to Data Processing.

Ms. Pitchford stated she will set up a separate mail budget. The mail clerk uses the Treasurer's personal vehicle to transport mail to the post office. A request for a vehicle will be forthcoming. The Commission needs to determine whether a pool vehicle will be used or whether a vehicle will be assigned to the Department.

In response to a question from Commissioner Vogt, Ms. Pitchford replied Data Processing Director Scott Monnig mentioned needing a van. The vehicle is used daily.

Ms. Pitchford stated the Energy and Environment Commission requested funding to attend a conference and for an award program.. Even though the \$300 request is small, providing funding would set a precedent.

Commissioner Stamper stated he is reluctant to set a precedent without examining its impact.

Commissioner Vogt agreed, adding she is not opposed to funding an award or environmental event, which could be done as a pilot project.

Commissioner Stamper suggested the Energy and Environment Commission be advised the County Commission is willing to examine a request for a specific environmental event or award program.

Ms. Pitchford stated County Commission Administrative Coordinator gathered and forwarded information to her on whether a shredder should be purchased for use by all offices.

Commissioner Stamper stated he believes the County needs a shredder.

Ms. Pitchford stated Ms. Jackson had a valid point concerning its location--who will use it? The answer is the Prosecuting Attorney and Circuit Clerk. Facilities Maintenance will be responsible for recycling bins. It seems appropriate for them to be responsible for this machine also.

In response to a question from Commissioner Vogt, Ms. Pitchford replied bid specifications can require the vendor to provide training. Departments can designate someone to receive training.

The Commission agreed to include the purchase in the Facilities Maintenance Department budget.

The Commission agreed to re-budget the \$150,000 budgeted for video arraignment in 1994.

Turning to the issue of budgeting overtime for Sheriff's Department Deputies who work the US Hot Air Balloon Nationals, Commissioner Stamper stated the Commission is waiting to hear from the Missouri Balloon Corp. as to what role the National Guard would play before requesting the Governor authorize their use. Use of the Guard will affect the issue of overtime.

The Commission agreed with Ms. Pitchford's suggestion that the \$30,000 amount requested for overtime be placed in the emergency fund.

Ms. Pitchford presented a summary of personnel changes made since 1991. Ms. Pitchford commented percentage totals are somewhat misleading because the report is based on all funds and with the passage of the additional sales tax for roads, the Public Works Department has grown significantly. The Commission reviewed the report.

During review of supplemental requests, the Commission approved requests for photocopiers and facsimile machines for the new administrative building; a request from the Human Resources Department to fund a staff suggestion reward program; requests by the County Clerk for funds to complete two workstations and to purchase two flat files. The Commission increased the amount requested by the County Clerk for a facsimile machine to \$1,500. The Commission approved a request by the Treasurer for a 7-tier file cabinet; requests from the Prosecuting Attorney for open filing systems, overtime, and the upgrade of an Attorney II to Attorney I; a request from the Medical Examiner for an increase in his professional services charge and an increase in the amount for toxicology testing; a request from the Public Administrator for increased funding for legal services; and requests for a quarter time employee, supplies, telephone, vehicle and equipment for the solid waste recycling program.

The Commission denied a request from the Recorder of Deeds for a photocopier to be used by the public. Commissioner Stamper stated he believes a year of experience in the new building is necessary before need for the machine can be determined. The Recorder could fund the purchase from her discretionary fund.

Ms. Pitchford recalled at her budget hearing the Recorder indicated part of the reason the copier is needed is the way her office is configured. There are restrictions on how the Recorder can expend the discretionary funds.

Commissioner Vogt agreed experience is needed before a decision can be made on the need for the machine. Commissioner Vogt suggested the amount could be placed in the emergency fund.

Commissioner Stamper did not agree with Commissioner Vogt's suggestion.

The Commission agreed to delay decisions on other requests until Commissioner Miller returns.

The Commission agreed to invite Planning and Building Inspection Director Stan Shawver to a worksession to discuss his supplemental requests, recognizing the requests are valid and.

Funding for two roll off containers used to collect recyclable materials was removed.

The meeting adjourned at 3:00 p.m.

Attest:

Don Stamper
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Linda Vogt
District II Commissioner

June Pitchford
Auditor